

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI/Information Requirements <i>5</i>	
SAFES			TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)			32
2 Drawer (free standing)			18
4 Drawer (correspondence)			7
5 Drawer (correspondence)			8
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
5 - Drawer Card (<u>3x5</u> size card; <u>60"</u> inches per drawer)			1
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS			TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)			
5 Drawer (correspondence)			
Map Cabinet Sections			
Other (Describe) Storage Cabinet: 41 1/2w x 18 7/8d			1
Side Files: 41 1/2 w x 18 7/8 d			1
Storage Cabinet: 36 1/8w x 28 1/8 D			1
Storage Cabinet: 36w x 18 d			1
Storage Cabinet: 36w x 18 d			1
Storage Cabinet: 36w x 20 d			1
<i>Total 160 safes</i>			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type (Open Shelf) 36W x 20 D	36	2	7	14	25.4
Book Case Sections 33W x 13 1/8D	33	12	1	12	76.8
Tape shelves					
Conserv-A-File (roll out units)					
42W x 20D	42	2	6	12	30.
36W x 20D	36	4	5	20	50.8
Conserv-A-File V (Side Roll)					
36W x 17D	36	5	12	60	56.25
36W x 17D	36	3	13	36	33.75
OTHER (describe) Steel Bookcase, 22Wx18D	22	8	2	16	22.
Cabinet (Orange)	72	2	7	14	20
					Total 315 sq ft

REMARKS:

Grand Total - 475⁰⁰ fil
page 142. eq

Include number of secure and vault areas in which records are stored 2

Room 2G40 and 2G28, Headquarters.

STATINTL

7/9/73
DATE

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